

Memorandum

City Manager



Subject: Administrative Leave

Effective Date: October 9, 2001

Revised Date: April 4, 2002

PURPOSE

The City of Tempe Personnel Rules and Regulations, Rule 406 G, provides for paid Administrative Leave. This policy serves to establish the parameters of Administrative Leave.

Administrative Leave is initiated by an employee's supervisor and approved by the Department Manager. Examples of when an employee may be placed on administrative leave include, but are not limited to:

- A situation that is perceived to be of an urgent or serious nature during which the supervisor believes the employee should be immediately removed from his/her job, such as when the employee's presence would be detrimental to the public interest or the continued efficient operation of the City;

- An internal review or investigation when the employee's presence on the job or at the work site would hinder the review or investigation;
- An investigation of an external event, such as an arrest; or
- Other extraordinary circumstances.

During Administrative Leave an employee is prohibited from entering onto City property, accessing the City's computer system, the City's Intranet site, and any other files except as instructed to do so by management. When placed on Administrative Leave, an employee shall leave any keys, pass codes, or other means of access to City property with his/her supervisor.

While on Administrative Leave an employee is considered to be on full duty and therefore must be accessible to City management via telephone and be available to meet with City personnel during regular business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.). If the employee is not going to be available at his/her home telephone number, the employee must let his/her supervisor know of an alternate number where the employee may be reached. An employee who fails to comply with this provision or cooperate with an investigation or review is subject to discipline up to and including termination.

An employee placed on Administrative Leave shall receive and sign an Administrative Leave Rights and

Obligations form at the time he/she is placed on the leave.

Supervisors must obtain approval from the Department Manager before placing an employee on leave to determine the appropriate type and duration of the leave. Unless extraordinary circumstances exist, Administrative Leave shall not extend beyond 30 consecutive days.

Attachment
(Administrative Leave Rights & Obligations Form)

Approved:

Human Resources Manager/Date

City Manager/Date

Approved as to Form:

City Attorney/Date



Administrative Leave Rights and Obligations Form

Employee's Name: _____

Employee's ID #: _____

I understand that I am being placed on Administrative Leave due to the following statement:

Reason for leave (completed by supervisor):

At this time, the City anticipates that this leave will extend for ____ workdays. On or before _____, my supervisor or other management employee will inform me as to my employment status with the City.

While on Administrative Leave, I understand that I am not permitted to enter onto City property or access the City's computer system, Intranet site, and any other City files except as instructed by management.

I also understand that I am considered to be on full duty and must be accessible to City management by telephone and be available to meet with City personnel, upon request, during regular business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.). I can be reached at _____.
Phone Number

I understand that failure to comply with the conditions of this Administrative Leave or cooperate in an investigation may result in disciplinary action, up to and including termination.

Employee's Signature/Date

Supervisor's Signature/Date

Department Manager's Signature/Date

- c Employee
- Employee's supervisor
- Department Manager/Director